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Comments & Suggestions would be
appreciated.

To: Distribution

From: J. M. Grochow

Date: August 7, 1969

Subject: Proposed Convention for User Names and Projects

When a user is added to the Multics system, he is assigned a <u>name</u>
and a <u>project</u>. His name and project then define his working directory
upon logging in and various access privileges. The following statements
attempt to define standards to be followed in assigning new names and
new projects.

Names

If a potential user's last name is currently unassigned to any other
user, then this will be his <u>name</u>. If, however, this name is already
assigned to someone else, then his <u>name</u> will be a concatenation of
one or more initials and his last name. If it is still impossible to
assign a unique <u>name</u>, then his <u>name</u> will be a concatenation of his last
name and one or more initials. (That is, if John Robert Masovetsky
is to be assigned a Multics <u>name</u>, then the order of assignment would
be: Masovetsky, JMasovetsky, JRMasovetsky, MasovetskyJ, MasovetskyJR.)
If it is still impossible to assign an unused <u>name</u>, then the System
Administrator will construct a unique name.

Projects

Project names will be assigned with the concurrence of the Project
Administrator according to the following general rules:

1. Names should be kept as short as possible.

2. Names should be mnemonic in nature: i.e., it should be possible to intuit the nature of the work being done from the project name.

3. At least the first letter should be capitalized.

4. If the initials of several words comprise the project, then they will all be capitalized.

5. Projects beginning with "Sys" are assigned only by the System Administrator and generally are related to maintenance or administration of the Multics system.

Abbreviations

All projects will have a single directory inferior to user_dir_dir. These directories will be created by the System Administrator and given names as follows:

1. Project name

2. First letter of the project name if this is not yet assigned. Otherwise, the first two letters, etc. until some unique abbreviation is found.

3. If a project name is 3 or fewer letters and if no single letter abbreviation can be found (because they are all in use), no abbreviation will be given.

4. All abbreviations will be lower case letters.

Abbreviations within a project directory (that is, on the branch of an individual user) will generally be assigned by the Project Administrator and should adhere to the following general rules:

1. Three letter abbreviation should be the user's initials.

2. Abbreviation should generally be in lower case letters.

3. No one person should have more than two abbreviations.